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Director and Health Officer

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[www.publichealth.lacounty.gov](http://www.publichealth.lacounty.gov)

October 08, 2013

## ADOPTED

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

49      October 8, 2013

*Sachi A. Hamai*  
SACHI A. HAMAI  
EXECUTIVE OFFICER



### BOARD OF SUPERVISORS

Gloria Molina  
First District  
Mark Ridley-Thomas  
Second District  
Zev Yaroslavsky  
Third District  
Don Knabe  
Fourth District  
Michael D. Antonovich  
Fifth District

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Supervisors:

**AUTHORIZATION TO ACCEPT NOTICE OF AWARD NUMBER 1U58DP004927-01 AND FUTURE AWARDS AND/OR AMENDMENTS FROM THE CENTERS FOR DISEASE CONTROL AND PREVENTION TO SUPPORT THE LOS ANGELES COUNTY SODIUM REDUCTION INITIATIVE FOR THE PERIOD OF SEPTEMBER 30, 2013 THROUGH SEPTEMBER 29, 2016  
(ALL SUPERVISORIAL DISTRICTS) (3 VOTES)**

### **SUBJECT**

Authorization to accept Notice of Award Number 1U58DP004927-01 and future awards and/or amendments from the Centers for Disease Control and Prevention to support the Los Angeles County Sodium Reduction Initiative.

### **IT IS RECOMMENDED THAT THE BOARD:**

1. Authorize and instruct the Director of the Department of Public Health (DPH), or his designee, to accept Notice of Award (NA) Number 1U58DP004927-01 (Attachment A), from the Centers for Disease Control and Prevention (CDC) to support activities related to the Los Angeles County Sodium Reduction Initiative (LACSRI) program for the period of September 30, 2013 through September 29, 2014, in the amount of \$240,982.
2. Delegate authority to the Director of DPH, or his designee, to accept future awards and/or amendments that are consistent with the provisions and requirements of the NA that extend the term through September 29, 2016, at amounts to be determined by the CDC; reflect non-material and/or ministerial revisions to the award's terms and conditions; allow for the rollover of unspent funds and/or redirection of funds; adjust the term of the award through March 31, 2017; and/or provide an increase or decrease in funding up to 25 percent above or below each grant term's annual base amount, subject to review and approval by County Counsel, and notification to your Board and the

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Approval of Recommendation 1 will allow DPH to accept the NA from the CDC to support DPH's continued participation in the CDC's Sodium Reduction in Communities Program. These funds will allow DPH to implement and evaluate focused strategies to reduce sodium consumption. DPH will build upon the existing LACSRI demonstration program by leveraging existing partnerships, infrastructures, and lessons learned to: a) facilitate implementation of previously adopted efforts in healthy food procurement; and b) model and expand these efforts to additional venues in Los Angeles County to reduce sodium intake to limits recommended by the Dietary Guidelines for Americans, 2010.

Since 2010, DPH has implemented the LACSRI, a three year demonstration program. The purpose of LACSRI is to create healthier food environments by reducing sodium intake through implementation of population-based sodium reduction strategies. Over the last three years, LACSRI has made substantive strides in improving the food environments of selected government food venues and in school districts to improve nutrition and help reduce sodium intake. These additional funds will allow LACSRI to take further strides toward improving nutrition for more than 37 million meals, snacks, and food options offered annually at food venues across Los Angeles County including City of Los Angeles agencies and other public and private venues (e.g., hospitals).

Approval of Recommendation 2 will allow DPH to accept future awards and/or amendments that are consistent with the provisions and requirements of the forthcoming NA to extend and/or adjust the term of the award, at amounts to be determined by the CDC; reflect non-material and/or ministerial revisions to the award's terms and conditions; rollover unspent funds and/or redirect funds; and/or provide an increase or decrease in funding up to 25 percent above or below each term's annual base amount. This recommended action will enable DPH to accept awards and/or amendments that adjust the project period up to six months beyond the original term, in those instances where there has been an unanticipated extension of the term to allow additional time to complete services and utilize grant funding. This authority is being requested to enhance DPH's efforts to expeditiously maximize grant revenue, consistent with Board Policy 4.070: Full Utilization of Grant Funds.

### **Implementation of Strategic Plan Goals**

The recommended actions support Goal 3, Integrated Services Delivery, of the County's Strategic Plan.

### **FISCAL IMPACT/FINANCING**

DPH will accept NA Number 1U58DP004927-01 from the CDC for the term of September 30, 2013 through September 29, 2014, in the amount of \$240,982. Funds will support DPH personnel costs (salaries and employee benefits), operating expenses, and indirect costs.

Funding for this award has been included in DPH's fiscal year (FY) 2013-14 Adopted Budget and will be requested in future FYs, as necessary.

**FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

On November 9, 2010, your Board authorized the Director of DPH to accept a NA from the CDC to implement the LACSRI program for the project period of September 30, 2010 through September 29, 2013. Under this NA, DPH: 1) developed and implemented a social marketing strategy to promote sodium reduction; 2) developed and implemented venue-specific low-sodium food policies; and 3) conducted an evaluation to examine outcomes as a result of these policy efforts.

On June 18, 2013, DPH's Division of Chronic Disease and Injury Prevention submitted a grant proposal in response to CDC Funding Opportunity Announcement CDC-RFP-DP13-1301 for the Sodium Reduction in Communities Program. On August 21, 2013 CDC issued the NA Number 1U58DP004927-01.

County Counsel has approved Attachment A as to form. Attachment B is the Grant Management Statement for grants exceeding \$100,000.

**IMPACT ON CURRENT SERVICES (OR PROJECTS)**

Approval of the recommended actions will allow DPH to accept NA Number 1U58DP004927-01 to implement and evaluate focused strategies to reduce sodium consumption throughout Los Angeles County.

Respectfully submitted,

A handwritten signature in blue ink that reads "Jonathan E. Fielding". The signature is written in a cursive, flowing style.

JONATHAN E. FIELDING, M.D., M.P.H.

Director and Health Officer

CAH:ev  
#02749

Enclosures

c: Chief Executive Officer  
County Counsel  
Executive Officer, Board of Supervisors



**Grant Number:** 1U58DP004927-01

**Principal Investigator(s):**

Tony Kuo, MD

**Project Title:** THE LOS ANELES COUNTY SODIUM REDUCTION INITIATIVE

BELINDA SNGUON

Grants Manager

County of Los Angeles, Department of Public Health

5555 Fergusson Dr., RM 100-50

Commerce, CA 90022

**Budget Period:** 09/30/2013 – 09/29/2014

**Project Period:** 09/30/2013 – 09/29/2016

Dear Business Official:

The Centers for Disease Control and Prevention hereby awards a grant in the amount of \$240,982 (see "Award Calculation" in Section I and "Terms and Conditions" in Section III) to LOS ANGELES DEPARTMENT OF PUBLIC HEALTH in support of the above referenced project. This award is pursuant to the authority of 301A,311BC,317K2(42USC241A,243BC247BK2) and is subject to the requirements of this statute and regulation and of other referenced, incorporated or attached terms and conditions.

Acceptance of this award including the "Terms and Conditions" is acknowledged by the grantee when funds are drawn down or otherwise obtained from the grant payment system.

If you have any questions about this award, please contact the individual(s) referenced in Section IV.

Sincerely yours,

Roslyn Curington

Grants Management Officer

Centers for Disease Control and Prevention

Additional information follows

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**SECTION I – AWARD DATA – 1U58DP004927-01****Award Calculation (U.S. Dollars)**

Salaries and Wages	\$106,510
Fringe Benefits	\$49,848
Personnel Costs (Subtotal)	\$156,358
Supplies	\$30,300
Travel Costs	\$14,000
Other Costs	\$13,504

Federal Direct Costs	\$214,162
Federal F&A Costs	\$26,820
Approved Budget	\$240,982
Federal Share	\$240,982
<b>TOTAL FEDERAL AWARD AMOUNT</b>	<b>\$240,982</b>

**AMOUNT OF THIS ACTION (FEDERAL SHARE)** **\$240,982**

Recommended future year total cost support, subject to the availability of funds and satisfactory progress of the project.

02	\$240,982
03	\$240,982

**Fiscal Information:**

CFDA Number:	93.082
EIN:	1956000927A1
Document Number:	UDP004927A

IC	CAN	2013	2014	2015
DP	939ZRJG	\$240,982	\$240,982	\$240,982

SUMMARY TOTALS FOR ALL YEARS		
YR	THIS AWARD	CUMULATIVE TOTALS
1	\$240,982	\$240,982
2	\$240,982	\$240,982
3	\$240,982	\$240,982

Recommended future year total cost support, subject to the availability of funds and satisfactory progress of the project

**CDC Administrative Data:**

PCC: N / OC: 4141 / Processed: ERAAPPS 08/21/2013

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**SECTION II – PAYMENT/HOTLINE INFORMATION – 1U58DP004927-01**

For payment information see Payment Information section in Additional Terms and Conditions.

**INSPECTOR GENERAL:** The HHS Office Inspector General (OIG) maintains a toll-free number (1-800-HHS-TIPS [1-800-447-8477]) for receiving information concerning fraud, waste or abuse under grants and cooperative agreements. Information also may be submitted by e-mail to [hhstips@oig.hhs.gov](mailto:hhstips@oig.hhs.gov) or by mail to Office of the Inspector General, Department of Health and Human Services, Attn: HOTLINE, 330 Independence Ave., SW, Washington DC 20201. Such reports are treated as sensitive material and submitters may decline to give their names if they choose to remain anonymous. This note replaces the Inspector General contact information cited in previous notice of award.

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**SECTION III – TERMS AND CONDITIONS – 1U58DP004927-01**

This award is based on the application submitted to, and as approved by, CDC on the above-titled project and is subject to the terms and conditions incorporated either directly or by reference in the following:

- a. The grant program legislation and program regulation cited in this Notice of Award.
- b. The restrictions on the expenditure of federal funds in appropriations acts to the extent those restrictions are pertinent to the award.
- c. 45 CFR Part 74 or 45 CFR Part 92 as applicable.
- d. The HS Grants Policy Statement, including addenda in effect as of the beginning date of the budget period.
- e. This award notice, INCLUDING THE TERMS AND CONDITIONS CITED BELOW.

**Treatment of Program Income:**

Additional Costs

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**SECTION IV – DP Special Terms and Conditions – 1U58DP004927-01**

Funding Opportunity Announcement (FOA) Number: DP13-1301

Award Number: DP004927-01

**TERMS AND CONDITIONS OF THIS AWARD**

NOTE 1. INCORPORATION: Funding Opportunity Announcement Number CDC-RFA-DP13-1301 entitled "Sodium Reduction in Communities", and the revised budget dated 08/13/2013, as amended, are made a part of this Non-Research Continuation award by reference.

NOTE 2. APPROVED FUNDING: Funding in the amount of \$240,982.00 is approved for the Year 01 budget period, which is 09/30/2013 through 09/29/2014. All funding for future years will be based on satisfactory programmatic progress and the availability of funds.

NOTE 3. REVISED BUDGET SPECIAL CONDITION: Not applicable.

NOTE 4. INDIRECT COSTS: Indirect costs are approved based on the Cost Allocation Plan dated May 14, 2013.

NOTE 5. RENT OR SPACE COSTS: Recipients are responsible for ensuring that all costs included in this proposal to establish billing or final indirect cost rates are allowable in accordance with the requirements of the Federal award(s) to which they apply and 2 CFR Part 225, Cost Principles for State, Local, and Indian Tribal Governments (OMB Circular A-87). The recipient also has a responsibility to ensure sub-recipients expend funds in compliance with federal laws and regulations. Furthermore, it is the responsibility of the recipient to ensure rent is a legitimate direct cost line item which the recipient has supported in current and/or prior projects and these same costs have been treated as indirect costs that have not been claimed as direct costs. If rent is claimed as direct cost, the recipient must provide a narrative justification which describes their prescribed policy to include the effective date to the assigned Grants Management Specialist noted in Section IV. Staff Contacts.

NOTE 6. MATCHING FUNDS REQUIREMENT: Not Applicable.

NOTE 7. MAINTENANCE OF EFFORT (MOE) REQUIREMENT. Not Applicable.

NOTE 8. FEDERAL INFORMATION SECURITY MANAGEMENT ACT (FISMA):

All information systems, electronic or hard copy which contain federal data need to be protected from unauthorized access. This also applies to information associated with CDC grants. Congress and the OMB have instituted laws, policies and directives that govern the creation and implementation of federal information security practices that pertain specifically to grants and contracts. The current regulations are pursuant to the Federal Information Security Management Act (FISMA), Title III of the E-Government Act of 2002 Pub. L. No. 107-347.

FISMA applies to CDC grantees only when grantees collect, store, process, transmit or use information on behalf of HHS or any of its component organizations. In all other cases, FISMA is not applicable to recipients of grants, including cooperative agreements. Under FISMA, the grantee retains the original data and intellectual property, and is responsible for the security of

this data, subject to all applicable laws protecting security, privacy, and research. If and when information collected by a grantee is provided to HHS, responsibility for the protection of the HHS copy of the information is transferred to HHS and it becomes the agency's responsibility to protect that information and any derivative copies as required by FISMA. For the full text of the requirements under Federal Information Security Management Act (FISMA), Title III of the E-Government Act of 2002 Pub. L. No. 107-347, please review the following website:  
[http://frwebgate.access.gpo.gov/cgi-bin/getdoc.cgi?dbname=107\\_cong\\_public\\_laws&docid=f:publ347.107.pdf](http://frwebgate.access.gpo.gov/cgi-bin/getdoc.cgi?dbname=107_cong_public_laws&docid=f:publ347.107.pdf)

#### NOTE 9. FEDERAL REPORTING REQUIREMENTS:

#### CENTRAL CONTRACTOR REGISTRATION AND UNIVERSAL IDENTIFIER REQUIREMENTS

All applicant organizations must obtain a DUN and Bradstreet (D&B) Data Universal Numbering System (DUNS) number as the Universal Identifier when applying for Federal grants or cooperative agreements. The DUNS number is a nine-digit number assigned by Dun and Bradstreet Information Services. An AOR should be consulted to determine the appropriate number. If the organization does not have a DUNS number, an AOR should complete the US D&B D-U-N-S Number Request Form or contact Dun and Bradstreet by telephone directly at 1-866-705-5711 (toll-free) to obtain one. A DUNS number will be provided immediately by telephone at no charge. Note this is an organizational number. Individual Program Directors/Principal Investigators do not need to register for a DUNS.

Additionally, all applicant organizations must register in the Central Contractor Registry (CCR) and maintain the registration with current information at all times during which it has an application under consideration for funding by CDC and, if an award is made, until a final financial report is submitted or the final payment is received, whichever is later. CCR is the primary registrant database for the Federal government and is the repository into which an entity must provide information required for the conduct of business as a recipient. Additional information about registration procedures may be found at the CCR internet site at [www.ccr.gov](http://www.ccr.gov). If an award is granted, the grantee organization must notify potential sub-recipients that no organization may receive a subaward under the grant unless the organization has provided its DUNS number to the grantee organization.

#### FEDERAL FUNDING ACCOUNTABILITY and TRANSPARENCY (FFATA):

##### ( X ) FFATA DOES APPLY. THE GRANTEE MUST FOLLOW THIS SECTION

Pursuant to A-133 (see \_\_\_\_205(h) and \_\_\_\_205(i)), a grant sub-award includes the provision of any commodities (food and non-food) to the sub-recipient where the sub-recipient is required to abide by terms and conditions regarding the use or future administration of those goods. If the sub-awardee merely consumes or utilizes the goods, the commodities are not in and of themselves considered sub-awards.

In accordance with 2 CFR Chapter 1, Part 170 REPORTING SUB-AWARD AND EXECUTIVE COMPENSATION INFORMATION, Prime Awardees awarded a federal grant are required to file a FFATA sub-award report by the end of the month following the month in which the prime awardee awards any sub-grant equal to or greater than \$25,000.

##### A. Reporting of first-tier subawards.

1. Applicability. Unless you are exempt as provided in paragraph D. of this award term, you must report each action that obligates \$25,000 or more in Federal funds that does not include Recovery funds (as defined in section 1512(a)(2) of the American Recovery and Reinvestment Act of 2009, Pub. L. 111-5) for a subaward to an entity (see definitions in paragraph E. of this award term).

2. Where and when to report.

i. You must report each obligating action described in paragraph A.1. of this award term to <http://www.fsrs.gov>.

ii. For subaward information, report no later than the end of the month following the month in which the obligation was made. (For example, if the obligation was made on November 7, 2010, the obligation must be reported by no later than December 31, 2010).

3. What to report. You must report the information about each obligating action that the submission instructions posted at <http://www.fsrs.gov> specify.

##### B. Reporting Total Compensation of Recipient Executives.

1. Applicability and what to report. You must report total compensation for each of your five most highly compensated executives for the preceding completed fiscal year, if:

- i. The total Federal funding authorized to date under this award is \$25,000 or more;
- ii. In the preceding fiscal year, you received?





## PROGRESS/PERFORMANCE REPORTING:

Annual Performance Report (due 120 days before the end of the budget period and serves as a continuation application). This report must not exceed 35 pages excluding work plan and administrative reporting. Attachments are not permitted when submitting this report. Awardees may insert web links in this report.

This report must include the following:

- Performance Measures (including outcomes): Awardees must report on performance measures for each budget period and update measures, if needed
- Evaluation Results: Awardees must report evaluation results for the work completed to date (including any impact data)
- Work Plan (Maximum of 25 pages): Awardees should update work plan each budget period
- Successes
- Awardees must report progress on completing activities outlined in the work plan
- Awardees must describe any additional successes (e.g., identified through evaluation results or lessons learned) achieved in the past year
- Awardees must describe success stories
- Challenges
- Awardees should describe any challenges that hinder achievement of both annual and project period outcomes, performance measures, or their ability to complete the activities in the work plan
- Awardees must describe any additional challenges (e.g., identified through evaluation results or lessons learned) encountered in the past year
- CDC Program Support to Awardees
- Awardees should describe how CDC could assist them in overcoming any challenges to achieve both annual and project period outcomes and performance measures, and complete activities outlined in the work plan
- Administrative Reporting (not subject to page limits)
- SF-424A Budget Information-Non-Construction Programs
- Budget Narrative - Must use the format outlined in Section IV. Content and Form of Application Submission, Budget Narrative Section Indirect Cost Rate Agreement

## FINAL PROGRESS/PERFORMANCE REPORT

The final report is required no later than 90 days after the end of the project period. All manuscripts published as a result of the work supported in part or whole by the cooperative agreement will be submitted with the progress reports.

An original plus two copies of the reports must be mailed to the Grants Management Specialist for approval by the Grants Management Officer by the due date noted. Please ensure the Award and Program Announcement numbers shown above are referenced on all submitted reports.

**NOTE 10. SUMMARY STATEMENT RESPONSE REQUIREMENT:** The objective review summary comments on the strengths and weaknesses of the proposal are provided as part of this award. A response to the weaknesses noted in these comments must be submitted to and approved, in writing, by the Program Consultant/Project Officer noted in the CDC Contact section of this Notice of Award, not later than 10/30/2013. Should these terms not be satisfactorily adhered to, it may result in denial of your authority to expend additional funds.

**NOTE 11. AUDIT REQUIREMENT:** An organization that expends \$500,000 or more in a year in Federal awards shall have a single or program-specific audit conducted for that year in accordance with the provisions of OMB Circular A-133, Audit of States, Local Governments, and Non-Profit Organizations. The audit must be completed along with a data collection form, and the reporting package shall be submitted within the earlier of 30 days after receipt of the auditor's report(s), or nine months after the end of the audit period.

The audit report must be sent to:  
Federal Audit Clearing House  
Bureau of the Census  
1201 East 10th Street  
Jeffersonville, IN 47132

Should you have questions regarding the submission or processing of your Single Audit Package, contact the Federal Audit Clearinghouse at: (301) 763-1551, (800) 253-0696 or email: gov.s.fac@census.gov

It is very helpful to CDC managers if the recipient sends a courtesy copy of completed audits and any management letters on a voluntary basis to the following address.

Centers for Disease Control and Prevention (CDC)  
ATTN: Audit Resolution, Mail Stop E-14  
2920 Brandywine Road  
Atlanta, GA 30341-4146

The grantee is to ensure that the sub-recipients receiving CDC funds also meet these requirements (if total Federal grant or cooperative agreement funds received exceed \$500,000). The grantee must also ensure that appropriate corrective action is taken within six months after receipt of the sub-recipient audit report in instances of non-compliance with Federal law and regulations. The grantee is to consider whether sub-recipient audits necessitate adjustment of the grantee's own accounting records. If a sub-recipient is not required to have a program-specific audit, the Grantee is still required to perform adequate monitoring of sub-recipient activities. The grantee is to require each sub-recipient to permit independent auditors to have access to the sub-recipient's records and financial statements. The grantee should include this requirement in all sub-recipient contracts.

**NOTE 12. SUBGRANT/SUBRECIPIENT AWARDS:** Seed Grants/Sub-Grants are not authorized under this program or included in Program authorizing legislature. As a result, the recipient is not permitted to fund seed grants or sub-grants. Recipient must issue proposed funding as a procurement requirement per the organization's established procedures.

**NOTE 13. TRAVEL COST:** In accordance with Health and Human Services (HHS) Grants Policy Statement, travel costs are only allowable where such travel will provide direct benefit to the project or program. There must be a direct benefit imparted on behalf of the traveler as it applies to the approved activities of the Notice of Award. To prevent disallowance of cost, Recipient is responsible for ensuring that only allowable travel reimbursements are applied in accordance with their organization's established travel policies and procedures. Recipients approved policies must meet the requirements of 45 CFR Parts 74 and 92 as applicable.

**NOTE 14. FOOD AND MEALS:** Costs associated with food or meals are allowable when consistent OMB Circulars and guidance, DHHS Federal regulations, Program Regulations, DHHS policies and guidance. In addition, costs must be proposed in accordance with recipients approved policies and a determination of reasonableness has been performed by the recipients. Recipients approved policies must meet the requirements of 45 CFR Parts 74 and 92 as applicable.

**Note 15. PRIOR APPROVAL:** All requests, which require prior approval, must bear the signature of an authorized official of the business office of the grantee organization and the principal investigator or program or project director named on this notice of award. Any request received that reflects only one signature will be returned to the grantee unprocessed.

All prior approval requests must be submitted with an original plus two copies. The request must be postmarked no later than 120 days prior to the end date of the current budget period. All requests for prior approvals **MUST** be received by PGO prior to May 29, 2014. Additionally, any requests involving funding issues must include an itemized budget and a narrative justification for the requested action.

Prior approval is required but is not limited to the following types of requests: 1) Lift funding restriction(s), withholding, or disallowance, 2) Redirection of funds, 3) Change in Contractor/Consultant; 4) Supplemental funds; 5) Response to Technical Review or Summary Statement, 6) Change in Key Personnel, or 7) Liquidation Extensions.

**NOTE 16. CORRESPONDENCE:** ALL correspondence (including emails and faxes) regarding this award must be dated, identified with the AWARD NUMBER, and include a point of contact (name, phone, fax, and email). All correspondence should be addressed to the Grants Management Specialist listed below and submitted with an original plus two copies.

Vivian Walker, Grants Management Specialist  
Centers for Disease Control

NOTE 17. INVENTIONS: Acceptance of grant funds obligates recipients to comply with the standard patent rights clause in 37 CFR 401.14.

NOTE 18. PUBLICATIONS: Publications, journal articles, etc. produced under a CDC grant support project must bear an acknowledgment and disclaimer, as appropriate, for example: This publication (journal article, etc.) was supported by the Cooperative Agreement Number above from The Centers for Disease Control and Prevention. Its contents are solely the responsibility of the authors and do not necessarily represent the official views of the Centers for Disease Control and Prevention.

NOTE 19. CANCEL YEAR. 31 U.S.C. 1552(a) Procedure for Appropriation Accounts Available for Definite Periods states the following, On September 30th of the 5th fiscal year after the period of availability for obligation of a fixed year appropriation account ends, the account shall be closed and any remaining balances (whether obligated or unobligated) in the account shall be canceled and thereafter shall not be available for obligation or expenditure for any purpose.

An example is provided below:

FY 2013 funds will expire September 30, 2018. All FY 2013 funds should be drawn down and reported to Payment Management System (PMS) prior to September 30, 2018. After this date, corrections or cash requests will not be permitted.

NOTE 20. CONFERENCE DISCLAIMER AND USE OF LOGOS:

Disclaimer. If a conference is funded by a grant, cooperative agreement, sub-grant and/or a contract the recipient must include the following statement on conference materials, including promotional materials, agenda, and internet sites:  
Funding for this conference was made possible (in part) by the Centers for Disease Control and Prevention. The views expressed in written conference materials or publications and by speakers and moderators do not necessarily do not reflect the official policies of the Department of Health and Human Services, nor does the mention of trade names, commercial practices, or organizations imply endorsement by the U.S. Government.

Logos. Neither the HHS nor the CDC logo may be displayed if such display would cause confusion as to the conference source or give false appearance of Government endorsement. Use of the HHS name or logo is governed by U.S.C. 1320b-10, which prohibits misuse of the HHS name and emblem in written communication. A non-federal entity is unauthorized to use the HHS name or logo governed by U.S.C. 1320b-10. The appropriate use of the HHS logo is subject to review and approval of the Office of the Assistant Secretary for Public Affairs (OASPA). Moreover, the Office of the Inspector General has authority to impose civil monetary penalties for violations (42 C.F.R. Part 1003). Neither the HHS nor the CDC logo can be used on conference materials, under a grant, cooperative agreement, and contract or co-sponsorship agreement without the expressed, written consent of either the Project Officer or the Grants Management Officer. It is the responsibility of the grantee (or recipient of funds under a cooperative agreement) to request consent for use of the logo in sufficient detail to ensure a complete depiction and disclosure of all uses of the Government logos. In all cases for utilization of Government logos, the grantee must ensure written consent is received from the Project Officer and/or the Grants Management Officer.

NOTE 21. EQUIPMENT AND PRODUCTS: To the greatest extent practicable, all equipment and products purchased with CDC funds should be American-made. CDC defines equipment as tangible non-expendable personal property (including exempt property) charged directly to an award having a useful life of more than one year AND an acquisition cost of \$5,000 or more per unit. However, consistent with recipient policy, a lower threshold may be established. Please provide the information to the Grants Management Officer to establish a lower equipment threshold to reflect your organization's policy.

The grantee may use its own property management standards and procedures provided it observes provisions of the following sections in the Office of Management and Budget (OMB) Circular A-110 and 45 CFR Part 92:

i. Office of Management and Budget (OMB) Circular A-110, Sections 31 through 37 provides the uniform administrative requirements for grants and agreements with institutions of higher education, hospitals, and other non-profit organizations.

For additional information, please review the following website:  
<http://www.whitehouse.gov/omb/circulars/a110/a110.html>

ii. 45 CFR Parts 92.31 and 92.32 provides the uniform administrative requirements for grants and cooperative agreements to state, local and tribal governments. For additional information, please review the following website listed:  
[http://www.access.gpo.gov/nara/cfr/waisidx\\_03/45cfr92\\_03.html](http://www.access.gpo.gov/nara/cfr/waisidx_03/45cfr92_03.html)

**NOTE 22. PROGRAM INCOME:** Any program income generated under this cooperative agreement will be used in accordance with the additional cost alternative. The disposition of program income must have written prior approval from the Grants Management Officer.

**Additional Costs Alternative--**Used for costs that are in addition to the allowable costs of the project for any purposes that further the objectives of the legislation under which the cooperative agreement was made. General program income subject to this alternative shall be reported on lines 10r and 10s, as appropriate, of the FFR form.

**NOTE 23. KEY PERSONNEL:** In accordance with 45 CFR 74.25(c)(2) & (3) CDC recipients shall obtain prior approvals from CDC for (1) change in the project director or principal investigator or other key persons specified in the application or award document, and (2) the absence for more than three months, or a 25 percent reduction in time devoted to the project, by the approved project director or principal investigator.

**Note 24. TRAFFICKING IN PERSONS.** This award is subject to the requirements of Section 106 (g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104). For the full text of the award terms and conditions, please review the following website:  
[http://www.cdc.gov/od/pgo/funding/grants/Award\\_Term\\_and\\_Condition\\_for\\_Trafficking\\_in\\_Persons.shtm](http://www.cdc.gov/od/pgo/funding/grants/Award_Term_and_Condition_for_Trafficking_in_Persons.shtm)

**NOTE 25. ACKNOWLEDGMENT OF FEDERAL SUPPORT:** When issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal money, all awardees receiving Federal funds, including and not limited to State and local governments and recipients of Federal research grants, shall clearly state (1) the percentage of the total costs of the program or project which will be financed with Federal money, (2) the dollar amount of Federal funds for the project or program, and (3) percentage and dollar amount of the total costs of the project or program that will be financed by nongovernmental sources.

**NOTE 26. Lobbying Restrictions (June 2012)**

Applicants should be aware that award recipients are prohibited from using CDC/HHS funds to engage in any lobbying activity. Specifically, no part of the federal award shall be used to pay the salary or expenses of any grant recipient, subrecipient, or agent acting for such recipient or subrecipient, related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action, or Executive order proposed or pending before the Congress or any state government, state legislature or local legislature or legislative body.

Restrictions on lobbying activities described above also specifically apply to lobbying related to any proposed, pending, or future Federal, state, or local tax increase, or any proposed, pending, or future requirement or restriction on any legal consumer product, including its sale or marketing, including but not limited to the advocacy or promotion of gun control.

This prohibition includes grass roots lobbying efforts by award recipients that are directed at inducing members of the public to contact their elected representatives to urge support of, or opposition to, proposed or pending legislation, appropriations, regulations, administrative actions, or Executive Orders (hereinafter referred to collectively as "legislation and other orders"). Further prohibited grass roots lobbying communications by award recipients using federal funds could also encompass any effort to influence legislation through an attempt to affect the opinions of the general public or any segment of the population if the communications refer to specific legislation and/or other orders, directly express a view on such legislation or other orders, and encourage the audience to take action with respect to the matter.

Lobbying prohibitions also extend to include CDC/HHS grants and cooperative agreements that, in whole or in part, involve conferences. Federal funds cannot be used directly or indirectly to encourage participants in such conferences to impermissibly lobby.

Award recipients should also note that using CDC/HHS funds to develop and/or disseminate materials that exhibit all three of the following characteristics are prohibited: (1) refer to specific legislation or other order; (2) reflect a point of view on that legislation or other order; and (3) contain an overt call to action.

Note also that under the provisions of 31 U.S.C. Section 1352, recipients (and their sub-tier contractors and/or funded parties) are prohibited from using appropriated Federal funds to lobby in connection with the award, extension, continuation, renewal, amendment, or modification of the funding mechanism under which monetary assistance was received. In accordance with applicable regulations and law, certain covered entities must give assurances that they will not engage in prohibited activities.

Use of federal funds inconsistent with these lobbying restrictions could result in disallowance of the cost of the activity or action found not to be in compliance as well as potentially other enforcement actions as outlined in applicable grants regulations.

Pursuant to the Standards for Privacy of Individually Identifiable Health Information promulgated under the Health Insurance Portability and Accountability Act (HIPAA)(45 CFR Parts 160 and 164) covered entities may disclose protected health information to public health authorities authorized by law to collect or received such information for the purpose of preventing or controlling disease, injury, or disability, including, but not limited to, the reporting of disease, injury, vital events such as birth or death, and the conduct of public health surveillance, public health investigations, and public health interventions. The definition of a public health authority includes a person or entity acting under a grant of authority from or contract with such public agency. Through this agreement, the [Insert recipient Name] is acting under a grant of authority from CDC to carry out [Insert: Name of project/activity] which is authorized by [Insert: Statutory authority from Public Health Service Act, Comprehensive Environmental Response, Compensation, and Liability Act, or other legislation (this information should be provided by the awarding program)]. The CDC grants this authority to [Insert: partner name] for purposes of this

project. Further, CDC considers this to be [Insert: type of public health activity, i.e. disease/injury reporting, vital events, surveillance, investigations, intervention, registry] for which disclosure of protected health information by covered entities is authorized by section 164.512(b)).

**NOTE 28. PAYMENT INFORMATION:**

Automatic Drawdown (Direct/Advance Payments):

**PAYMENT INFORMATION:** Payment under this award will be made available through the Department of Health and Human Services (HHS) Payment Management System (PMS). PMS will forward instructions for obtaining payments.

a.) PMS correspondence, mailed through the U.S. Postal Service, should be addressed as follows:

Director, Division of Payment Management, OS/ASAM/PSC/FMS/DPM

P.O. Box 6021

Rockville, MD 20852

Phone Number: (877) 614-5533

Email: [PMSSupport@psc.gov](mailto:PMSSupport@psc.gov)

Website: [http://www.dpm.psc.gov/grant\\_recipient/shortcuts/shortcuts.aspx?explorer.event=true](http://www.dpm.psc.gov/grant_recipient/shortcuts/shortcuts.aspx?explorer.event=true)

Please Note: To obtain the contact information of DPM staff within respective Payment Branches refer to the links listed below:

University and Non-Profit Payment Branch:

[http://www.dpm.psc.gov/contacts/dpm\\_contact\\_list/univ\\_nonprofit.aspx?explorer.event=true](http://www.dpm.psc.gov/contacts/dpm_contact_list/univ_nonprofit.aspx?explorer.event=true)

Governmental and Tribal Payment Branch:

[http://www.dpm.psc.gov/contacts/dpm\\_contact\\_list/gov\\_tribal.aspx?explorer.event=true](http://www.dpm.psc.gov/contacts/dpm_contact_list/gov_tribal.aspx?explorer.event=true)

Cross Servicing Payment Branch:

[http://www.dpm.psc.gov/contacts/dpm\\_contact\\_list/cross\\_servicing.aspx](http://www.dpm.psc.gov/contacts/dpm_contact_list/cross_servicing.aspx)

b.) If a carrier other than the U.S. Postal Service is used, such as United Parcel Service, Federal Express, or other commercial service, the correspondence should be addressed as follows:

US Department of Health and Human Services

PSC/DFO/Division of Payment Management

7700 Wisconsin Avenue - 10th Floor

Bethesda, MD 20814

To expedite your first payment from this award, attach a copy of the Notice of Grant/Cooperative Agreement to your payment request form

**NOTE 29. ACCEPTANCE OF THE TERMS OF AN AWARD:** By drawing or otherwise obtaining funds from the grant payment system, the recipient acknowledges acceptance of the terms and conditions of the award and is obligated to perform in accordance with the requirements of the award. If the recipient cannot accept the terms, the recipient should notify the Grants Management Officer.

**NOTE 30. CERTIFICATION STATEMENT:** By drawing down funds, Awardee certifies that proper financial management controls and accounting systems to include personnel policies and procedures have been established to adequately administer Federal awards and funds drawn down are being used in accordance with applicable Federal cost principles, regulations and Budget and Congressional intent of the President.

**NOTE 31. ADDITIONAL REQUIREMENTS:** The Additional Requirements that apply to this grant or cooperative agreement are indicated below. The full text of the Additional Requirements may be found on the CDC web site at: [http://www.cdc.gov/od/pgo/funding/grants/additional\\_req.shtm](http://www.cdc.gov/od/pgo/funding/grants/additional_req.shtm).

AR-7: Executive Order

AR-9: Paperwork Reduction Act

AR-10: Smoke-Free Workplace Requirements

AR-11: Healthy People 2020

AR-12: Lobbying Restrictions

AR-13: Prohibition on Use of CDC Funds for Certain Gun Control Activities

AR-14: Accounting System Requirements

AR-16: Security Clearance Requirement

AR-21: Small, Minority, and Women-owned Business  
 AR-24: Health Insurance Portability and Accountability Act Requirements  
 AR-25: Release and Sharing Data  
 AR-26: National Historic Preservation Act of 1966  
 AR-27: Conference Disclaimer and Use of Logos  
 AR-29: Compliance with EO13513, 'Federal Leadership on Reducing Text Messaging while Driving',  
 October 1, 2009  
 AR-30: Compliance with Section 508 of the Rehabilitation Act of 1973  
 AR-32: FY2012 Enacted General Provisions  
 AR-33: Plain Writing Act of 2010  
 AR-34: Patient Protection and Affordable Care Act (e.g. a tobacco-free campus policy and a lactation policy consistent with S4207).  
 Executive Order 131410: Promoting Quality and Efficient Health Care in Federal Government (if applicable applicants should be aware of the program's current business needs and how they align with nationally adopted Public Health Information Network (PHIN) standards, services, practices, and policies when implementing, acquiring, and updating public health information systems.

#### NOTE 32: FY 2012 Enacted General Provisions:

The following provisions apply to grants, cooperative agreements and loans funded by the Departments of Labor, Health and Human Services, and Education Appropriations Act, Fiscal Year 2012, Public Law 112-74, and Fiscal Year 2012 funds transferred under the Patient Protection and Affordable Care Act, PL 111-148.

##### General Provisions Title II

##### Section 203 - Cap on Researcher Salaries

None of the funds appropriated in this title shall be used to pay the salary of an individual, through a grant or other extramural mechanism, at a rate in excess of Executive Level II; reduced from \$199,700 to \$179,700 effective December 23, 2011.

\*\*\* Note 1: The salary limitation applies to all individuals directly or indirectly funded by the grant, not just researchers.

\*\*\* Note 2: Senior Executive Level II salary can be found at the Office of Personnel Management web site: <http://www.opm.gov/oca/12tables/indexSES.asp>

#### Note 33: FY 2012 Enacted General Provisions

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#### SALARY CAP LIMITATIONS:

Timeframe of Award: FY 12 awards issued on or before December 22, 2011, that have had no FY 12 funds obligated since December 23

Salary Cap: Executive Level I (\$199,700)

Program Action: None for current year. May adjust salary levels for future years to ensure no funds are awarded for salaries over the limit

Grantee Action: None for current year. Apply salary limit as specified in continuation guidance in future years. Carryover request may reflect salary limitations in effect at the time of award.

Timeframe of Award: FY 12 awards issued on or after December 23, 2011

Salary Cap: Executive Level II (\$179,700)

Program Action: Adjust salary levels for current and future years to ensure no funds are awarded for salaries over the limit

Grantee Action: Adjust salary levels for current and future years and re-budget funds freed as a result of the lower limit.

Timeframe of Award: Awards in previous fiscal years

Salary Cap: As specified in original award

Program Action: None

Grantee Action: None

#### Section 218 - Gun Control Prohibition

None of the funds made available in this title may be used, in whole or in part, to advocate or promote gun control.

#### General Provisions, Title V

##### Section 503 - Proper Use of Appropriations - Publicity and Propaganda [LOBBYING] FY2012 Enacted

(a) No part of any appropriation contained in this Act or transferred pursuant to section 4002 of Public Law 111-148 shall be used, other than for normal and recognized executive-legislative relationships, for publicity or propaganda purposes, for the preparation, distribution, or use of any kit, pamphlet, booklet, publication, electronic communication, radio, television, or video presentation designed to support or defeat the enactment of legislation before the Congress or any State or local legislature or legislative body, except in presentation of the Congress or any State or local legislature itself, or designed to support or defeat any proposed or pending regulation, administrative action, or order issued by the executive branch of any State or local government itself.

(b) No part of any appropriation contained in this Act or transferred pursuant to section 4002 of Public Law 111-148 shall be used to pay the salary or expenses of any grant or contract recipient, or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action, or Executive order proposed or pending before the Congress or any State government, State legislature or local legislature or legislative body, other than normal and recognized executive legislative relationships or participation by an agency or officer of an State, local or tribal government in policymaking and administrative processes within the executive branch of that government.

(c) The prohibitions in subsections (a) and (b) shall include any activity to advocate or promote any proposed, pending, or future Federal, State or local tax increase, or any proposed, pending, or future requirement or restriction on any legal consumer product, including its sale or marketing, including but not limited to the advocacy or promotion of gun control.

#### Section 253 - Needle Exchange

Notwithstanding any other provision of this Act, no funds appropriated in this Act shall be used to carry out any program of distributing sterile needles or syringes for the hypodermic injection of any illegal drug.

#### General Provisions, Title IV

##### Department of Agriculture's FY 2012 Title IV, Section 738 - Funding Prohibition - Restricts dealings with corporations with recent felonies

None of the funds made available by the Department of Agriculture's FY 2012 Title IV, Section 738 may be used to enter into a contract, memorandum of understanding, or cooperative agreement with, make a grant to, or provide a loan or loan guarantee to any corporation that was convicted (or had an officer or agent of such corporation acting on behalf of the corporation convicted) of a felony criminal violation under any Federal or State law within the preceding 24 months, where the awarding agency is aware of the conviction, unless the agency has considered suspension or debarment of the corporation, or such officer or agent, and made a determination that this further action is not necessary to protect the interests of the Government.

Department of Agriculture's FY 2012 Title IV, Section 739 - Limitation Re: Delinquent Tax Debts - Restricts dealings with corporations with unpaid federal tax liability. None of the funds made available by the Department of Agriculture's FY 2012 Title IV, Section 739 may be used to enter into a contract, memorandum of understanding, or cooperative agreement with, make a grant to, or provide a loan or loan guarantee to, any corporation that any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the



**GRANT NUMBER: 1U58DP004927-01**

<b>Budget</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
Salaries and Wages	\$106,510		
Fringe Benefits	\$49,848		
Personnel Costs (Subtotal)	\$156,358		
Supplies	\$30,300		
Travel Costs	\$14,000		
Other Costs	\$13,504	\$240,982	\$240,982
<b>TOTAL FEDERAL DC</b>	<b>\$214,162</b>	<b>\$240,982</b>	<b>\$240,982</b>
<b>TOTAL FEDERAL F&amp;A</b>	<b>\$26,820</b>		
<b>TOTAL COST</b>	<b>\$240,982</b>	<b>\$240,982</b>	<b>\$240,982</b>

## SUMMARY STATEMENT

Objective Review of Proposals for Program Announcement #: CDC-RFP-13-1301

Name of Project: Sodium Reduction in Communities

Date: July 15, 2013

<b>Applicant:</b>	<b>Los Angeles County Health Department</b>
<b>Applicant #:</b>	<b>90012621</b>
<b>Funding Requested:</b>	<b>\$250,000</b>
<b>Recommendation:</b>	<b>\$240,982</b>
<b>Average Score:</b>	<b>86.5</b>

### *Summary of Project*

Applicant proposes to continue its work on sodium reduction (received funding from CDC for 2010-2013). Applicant proposes to implement several policies that were developed and approved during the early project period. These policies aim to reduce the amount of sodium in food items available in vending machines; ensure that county government facilities/departments procure foods that meet specific nutrition guidelines; and work with public and private hospitals to ensure that there is access to lower sodium food options. Applicant proposes using policies as a way to leverage large-scale changes.

### Government food venues

- 1) Implement food service guidelines/nutrition standards; menu and/or meal modifications, including portion control and a gradual sodium reduction plan; strategies to enhance selection of lower sodium foods; and venue-specific promotional materials in at least 3 County of Los Angeles government departments with cafeterias, snack shops, and/or distributive meal programs.
- 2) Advise on the development and implementation of food service guidelines/nutrition standards in at least 2 City of Los Angeles agencies with cafeterias and snack shops.

### Vending machines

- 1) Implement vending guidelines/nutrition standards and provide complementary, venue specific promotional materials in more than 500 vending machines located in government facilities.
- 2) Advise on the development and implementation of similar vending guidelines/nutrition standards for vending machines in the City of Los Angeles agencies

### Hospitals – Health Hospital Initiative (Venue Category III)

- 1) Implement food service and vending guidelines/nutrition standards; menu and/or meal modifications (when feasible), including portion control and a gradual sodium reduction plan; strategies to enhance selection of lower sodium foods; and venue-specific promotional

materials in cafeterias and snack shops of at least 3 public and/or private hospitals. These strategies are focused on increasing access to healthy foods for visitors of hospitals rather than for patients.

The evaluation plan includes review and descriptive analyses of changes to administrative records and/or program data, including an examination of the content of written policies or procedures, provisions in the Requests for Proposals, and content of the food service or vending contracts. The applicant also described using visual observation of the number and types of food items offered and surveys to evaluate implementation strategies.

### ***Summary of Strengths***

- Applicant clearly articulates the use of policies to increase accessibility, availability, and selection of lower sodium food choices.
- Applicant has had experience working in this area and has multiple collaborations/partnerships that can work synergistically to meet the goals of this project.
- Applicant builds on progress made in earlier project period dealing with sodium reduction.
- Applicant proposes targeting high priority populations with a large reach and potential impact.
- Applicant indicates they will work with multiple partners, including CDC-funded projects, throughout project time period. Applicant appears to have multiple activities going on that are targeting a change in health behaviors including nutrition; the proposed activities (targeting sodium reduction) should fit nicely with existing activities; team members seem to be on several of the projects – so there could be good collaboration and understanding of existing efforts and opportunities
- The applicant clearly identifies the outcomes of this activity for each specific venue and all are in-line with what is presented in the FOA
- The applicant provides sufficient descriptions of the individuals who will be working on this project. Staff proposed to work on this project have had previous experience with these types of activities/projects and have the skills and abilities necessary.
- Multiple staff members have evaluation experience
- Applicant provides detailed description of financial systems in place to handle the monies awarded.
- Applicant describes multiple partnerships and collaborations – both internal (Los Angeles County Dept. of Public Health) and external (e.g., partners on the Choose Health LA leadership team)
- Applicant specifically describes how several projects will work together (Choose Health LA) to ensure that there is synergy as opposed to duplication
- Applicant proposes short-term and intermediate outcomes that are specified in the FOA.
- Applicant provides information on potential data sources and feasibility.
- Applicant does a nice job detailing the use of findings to improve the project; how findings will be share with partners and CDC; and how findings will be used to provide data for cross-site evaluation.

### ***Summary of Weaknesses***

- Applicant does not provide information on how they will address any significant obstacles to implementing these policy-level changes which could impact overall sustainability.
- Applicant's work plan does not include adequate detail on activities to achieve proposed strategies.
- The applicant states that the interventions for venue category I will occur in "cafeterias, snack shops, and/or distributive meal programs" (p. 3). It is unclear who will be served by this venue's interventions, which could include government employees, senior citizens, or school children (p. 4).
- Reviewer would have liked to have seen a very brief paragraph on the outcomes of some of the large scale nutrition projects that have been implemented (previous sodium reduction grant and Choose Health LA); a longer version of outcomes for both are available in appendix B and C but would appreciate a shortened version.
- Sustainability plans are not specifically mentioned.
- Limited methodology presented for administering interviews (who will they interview, how selected, what topics will they cover, how will information be used) and other assessments.

***Human Subjects Concerns***—None noted

### ***Recommendations/Other Relevant Comments***

- Recommend further explanations/details of activities and how these will meet stated outcomes.
- Provide clarification of the target population for the "government food venues."
- Fully engage expertise available in economic analysis of interventions (e.g. including prevention effectiveness) – development of the business case for interventions would be very helpful for further adoption of interventions in other locations
- Outline sustainability plan for continuation of project activities at end of funding period.
- Provide additional detail on how strategies will be implemented, evaluation methodology, and plans to overcome any barriers to change.
- Provide more information on overall methodology of evaluation activities. Identify data sources for evaluation. Provide more information on how applicant will overcome data source challenges
- Provide more data to support development of an appropriate 'denominator' for the # of people potentially impacted by project activities.
- Budget: Not clear why need 60% of staff for admin – does not seem to match activities.

Los Angeles County Chief Executive Office  
Grant Management Statement for Grants Exceeding \$100,000

Department: Public Health – Public Health

Grant Project Title and Description

The Los Angeles County Sodium Reduction Initiative

Funding Agency Centers for Disease Control and Prevention	Program (Fed. Grant #State Bill or Code #) 1U58DP004927-01	Grant Acceptance Deadline
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Total Amount of Grant Funding: \$240,982

County Match Requirements: N/A

Grant Period

Begin Date: September 30, 2013

End Date: September 29, 2014

Number of Personnel Hired Under this Grant: 0 Full Time

0 Part Time

Obligations Imposed on the County When the Grant Expires

Will all personnel hired for this program be informed this is a grant funded program? Yes ☒ No ☐

Will all personnel hired for this program be placed on temporary "N" items? Yes ☐ No ☒

Is the County obligated to continue this program after the grant expires Yes ☐ No ☒

If the County is not obligated to continue this program after the grant expires, the Department will:

a). Absorb the program cost without reducing other services Yes ☒ No ☐

b). Identify other revenue sources Yes ☐ No ☒

(Describe)

c). Eliminate or reduce, as appropriate, positions/program costs funded by this grant Yes ☒ No ☐

Impact of additional personnel on existing space: None.

Other requirements not mentioned above: None

Department Head Signature

*Cynthia A. Harding*

Date

*9/25/13*